



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 1100.76D  
MCRC (T)  
15 Aug 96

MARINE CORPS ORDER 1100.76D

From: Commandant of the Marine Corps  
To: Distribution List

Subj: CAREER RECRUITER PROGRAM (CRP); REGULAR COMPONENT

Ref: (a) MCO 1100R.78  
(b) Table of Manpower Requirements; Marine Corps Recruiting Command, T/O 5167  
(c) Table of Manpower Requirements; H&S Bn MCRD PISC, T/O 7311  
(d) Table of Manpower Requirements; H&S Bn MCRD San Diego, T/O 7211  
(e) Table of Manpower Requirements; District HQs Marine Corps District, T/O 5130  
(f) Table of Manpower Requirements; Marine Corps Recruiting Stations, T/O 5131  
(g) Table of Manpower Requirements; Marine Corps Officer Selection Officer Teams (OSO), T/O 5132  
(h) MCO 6100.10B  
(i) MCO 6100.3J  
(j) Guidebook for Recruiters, Volume I  
(k) MCO P1070.12H  
(l) MCO P1400.32  
(m) MCO P1100.72A  
(n) MCO 1000.3  
(o) MCO 1326.6B  
(p) MCO 1100.77  
(q) MCO P1553.4  
(r) MCO P1080.40  
(s) MCO 1300.8C  
(t) Guidebook for Recruiting Station Operations, Volume III  
(u) MCO P1000.6F  
(v) MCO P1610.7  
(w) MCO 7220.24  
(x) MCO 7220.12L  
(y) SECNAVINST 1120.11A  
(z) MCO 1040.42

**DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.**

15 Aug 96

- Encl: (1) Career Recruiter Structure  
(2) Career Recruiter Billets - General Duties  
(3) Eligibility Criteria for Applying for MOS 8412  
(4) Application and MOS Assignment Procedures for Marines in the Regular Component of the Marine Corps  
(5) Application and MOS Assignment Procedures for Marines in the Reserve Component of the Marine Corps  
(6) Training Progression and Professional Military Education  
(7) Billet Progression (Notional)  
(8) MOS Management  
(9) Recruiting and Non-Recruiting Billet Assignments  
(10) Reliefs  
(11) Lateral Moves and Involuntary MOS Voidance  
(12) Promotions  
(13) Selective Reenlistment Bonus (SRB) Program  
(14) Special Duty Assignment (SDA) Pay  
(15) Warrant Officer Program (Recruiting)

1. Purpose. To publish policy and information regarding the establishment and management of the CRP for the Regular Component of the Marine Corps.

2. Cancellation. MCO 1100.76C.

3. Summary of Revision. This Order contains numerous revisions and should be reviewed in its entirety.

4. Background. On 12 March 1992, the career recruiter additional MOS (AMOS) 8412 was designated a primary MOS (PMOS). Since the CRP's inception, the career recruiter has served as a valuable asset of the Marine Corps recruiting effort. The program provides a body of recruiting expertise that has consistently demonstrated the ability to positively influence accomplishment of the recruiting mission. Career recruiters are the strong backbone of the Marine Corps Recruiting Command (MCRC). The Regular Component CRP should not be confused with the Active Reserve CRP. Reference (a) addresses the Active Reserve Career Recruiter Program.

5. Information

a. Objectives. The objectives of the CRP are to develop and maintain a group of career recruiters to:

15 Aug 96

- (1) Ensure consistent attainment of the total force recruiting mission and objectives;
- (2) Ensure the continued use and effectiveness of the tenets and principles of systematic recruiting;
- (3) Lead and train canvassing recruiters (MOS 8411);
- (4) Advise, train, and support command elements and NCOIC's; and
- (5) Provide stability and continuity within the Recruiting Command.

b. Structure. The structure identifies 601 career recruiter billets. This structure is generally outlined in enclosure (1) and is more specifically delineated in the tables of manpower requirements found in references (b) through (g).

(1) Structure development is influenced by four overriding factors, all of equal importance and relevance:

- (a) Establishment of billets and commensurate grade requirements critical to successful mission accomplishment;
- (b) Incorporation of promotion incentives necessary to promote the growth and sustainment of the career recruiter force;
- (c) Development of a structure that is achievable; and
- (d) Development of a structure that is more closely aligned with the grade shape model identified for all MOS's throughout the Marine Corps.

(2) Two major types of billets are represented within the career recruiter structure: NCOIC and headquarters staff.

(a) NCOIC Billets. The primary leadership billet for a career recruiter is the NCOIC of a recruiting substation (RSS). In this billet, the career recruiter works directly for the recruiting station (RS) CO. The NCOIC leads and trains his/her subordinates to attain assigned monthly and annual contracting and shipping requirements. The NCOIC is also directly responsible to the RS

15 Aug 96

CO for the welfare of subordinates, maintenance of systematic recruiting, and the proper use and care of all assigned facilities and equipment.

(b) Headquarters Staff Billets. In general, career recruiters assigned to staff billets are responsible for advising, training, and supporting the headquarters to which they are assigned.

c. Policies and Administrative Instructions. Policies and administrative instructions governing the CRP are contained in references (h) through (z) and in enclosures (1) through (15). The enclosures contain information regarding:

- (1) Career recruiter billets;
- (2) Eligibility criteria for applying for MOS 8412;
- (3) Application and assignment as a career recruiter for Marines serving in the Regular Component of the Marine Corps;
- (4) Application and assignment as a career recruiter for Marines serving under the provisions of the Extended Active Duty (EAD) Recruiter Program;
- (5) Training and billet progression of career recruiters;
- (6) MOS management and career recruiter billet assignment;
- (7) Lateral moves and involuntary MOS voidance;
- (8) Career recruiter reliefs;
- (9) Career recruiter promotions;
- (10) Selective Reenlistment Bonus;
- (11) Special Duty Assignment Pay; and
- (12) Warrant Officer Program (Recruiting).

6. Action. The CMC (M&RA); the Commander, Marine Forces Reserve (MARFORRES) and subordinate commanders within MARFORRES; the CG MCRC and subordinate commanders within MCRC; and cognizant staff agencies

15 Aug 96

within Headquarters Marine Corps will ensure compliance with the provisions of this Order.

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve. Marines interested in the Active Reserve CRP should consult reference (a).



Commandant of the Marine Corps

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7000099, 144/8145001 (1)

## CAREER RECRUITER STRUCTURE

E9	E8	E7	E6	E5	TOTAL	ORGANIZATION
3	9				12	MCRC HEADQUARTERS
1	3	3			7	ERR HEADQUARTERS
1	3	3			7	WRR HEADQUARTERS
1	4	17			22	RECRUITER SCHOOL
1	6				7	1ST MCD HEADQUARTERS
1	6				7	4TH MCD HEADQUARTERS
1	6				7	6TH MCD HEADQUARTERS
1	6				7	8TH MCD HEADQUARTERS
1	6				7	9TH MCD HEADQUARTERS
1	6				7	12TH MCD HEADQUARTERS
6	10	21	5		42	1ST MCD RS HEADQUARTERS
5	9	18	4		36	4TH MCD RS HEADQUARTERS
6	10	23	5		44	6TH MCD RS HEADQUARTERS
6	10	22	5		43	8TH MCD RS HEADQUARTERS
7	11	24	5		47	9TH MCD RS HEADQUARTERS
7	11	26	5		49	12TH MCD RS HEADQUARTERS
		3			3	1ST MCD OSA's
		3			3	4TH MCD OSA's
		3			3	6TH MCD OSA's
		3			3	8TH MCD OSA's
		3			3	9TH MCD OSA's
		3			3	12TH MCD OSA's
	4	17	15	2	38	1ST MCD RSS NCOIC
	3	14	15	2	34	4TH MCD RSS NCOIC
	4	18	17	2	41	6TH MCD RSS NCOIC
	4	17	17	2	40	8TH MCD RSS NCOIC
	4	15	15	2	36	9TH MCD RSS NCOIC
	5	19	17	2	43	12TH MCD RSS NCOIC
49	140	275	125	12	601	TOTAL
0	24	100	96	12	232	TOTAL NCOIC BILLETS
49	116	175	29	0	369	TOTAL STAFF BILLETS

NOTE: NCOIC BILLETS FAIR-SHARED BASED ON MISSION ASSIGNED

ENCLOSURE (1)

CAREER RECRUITER BILLETS - GENERAL DUTIES

1. MCRC

a. 8412 MOS Specialist (MGySgt) - Directly responsible to the CG MCRC for monitoring the CRP. Primary duties include oversight of structure, grade shape, eligibility requirements, MOS development, billet assignment and progression, training, promotion, incentives, reliefs, and MOS avoidance.

b. Operations Chief (MGySgt) - Primary duties include orchestrating the efforts of enlisted personnel assigned to the operations section and advising the Enlisted Recruiting Operations Officer on matters pertaining to enlisted recruiting operations.

c. Enlisted Training SNCOIC (MGySgt) - Primary duties include orchestrating the efforts of the enlisted personnel assigned to AC/S Training, providing training and instruction during formal courses and training/assistance visits, analyzing the status of training and operations at subordinate organizations, and providing recommendations on matters pertaining to training.

d. Trainer/Analyst, Enlisted Recruiting (MSgt) - Primary duties include providing training and instruction during formal courses and training/assistance visits, analyzing the status of training and operations at subordinate organizations, and providing recommendations on matters pertaining to enlisted recruiting training.

e. Trainer/Analyst, Officer Procurement (MSgt) - Primary duties include providing training and instruction during formal courses and training/assistance visits, analyzing the status of training and operations at subordinate organizations, and providing recommendations on matters pertaining to officer procurement training.

f. Curriculum Developer/Trainer/Analyst (MSgt) - Primary duties include developing recruiting-related Individual Training Standards (ITS's), designing curriculum for formal recruiting courses, evaluating recruiting-related training at all

ENCLOSURE (2)

15 Aug 96

organizational levels, and providing recommendations on matters pertaining to training.

g. School of Infantry (SOI) Liaison (MSgt) - Primary duties include providing liaison between MCRC and SOI for recruiting-related issues, coordinating with the CMC (MMEA-11) in validation of MOS assignments for Marines assigned as students at SOI, overseeing quality assurance as it pertains to the enlistment contract process, and providing recommendations on matters pertaining to quality assurance and the enlistment contract process.

## 2. Region

a. Operations Chief (MGySgt) - Primary duties include orchestrating the efforts of enlisted personnel assigned to the operations section, and providing recommendations on matters pertaining to current and future enlisted recruiting operations.

b. Assistant Operations Chief (MSgt) - Primary duties include assisting the Operations Chief in orchestrating the efforts of enlisted personnel assigned to the operations section and providing recommendations on matters pertaining to current and future enlisted recruiting operations.

c. Quality Control Chief (MSgt) - Primary duties include orchestrating the efforts of enlisted personnel assigned to the Quality Control Section and providing recommendations on matters pertaining to quality assurance.

d. Recruit Liaison Chief (MSgt) - Primary duties include orchestrating the efforts of enlisted personnel assigned to the Recruit Liaison Section, overseeing quality assurance as it pertains to the enlistment contract process, and providing recommendations on matters pertaining to recruit liaison operations.

e. Recruit Liaison Interviewer (GySgt) - Primary duties include reviewing enlistment packages, interviewing and screening recruits about their personal history and enlistment, and providing liaison to the training and support battalions.

ENCLOSURE (2)



15 Aug 96

3. Marine Corps District (MCD)

a. Contact Team SNCOIC (MGySgt) - Primary duties include orchestrating the efforts of the enlisted personnel assigned to the Contact Team, providing training and instruction during formal courses and training/assistance visits, analyzing the status of training and operations at subordinate organizations, and providing recommendations on matters pertaining to training.

b. Contact Team Trainer/Analyst (MSgt) - Primary duties include providing training and instruction during formal courses and training/assistance visits, analyzing the status of training and operations at subordinate organizations, and providing recommendations on matters pertaining to training.

c. Operations Chief (MSgt) - Primary duties include orchestrating the efforts of enlisted personnel assigned to the operations section, and providing recommendations on matters pertaining to current and future enlisted recruiting operations.

d. Assistant for Officer Procurement Chief/Trainer (MSgt) - Primary duties include orchestrating the efforts of enlisted personnel assigned to the Officer Procurement Section, providing training during formal courses and assistance visits, analyzing the status of training and operations at subordinate organizations, providing recommendations on matters pertaining to training and evaluation, and providing recommendations on matters pertaining to current and future officer recruiting operations.

e. Quality Control Chief (MSgt) - Primary duties include orchestrating the efforts of enlisted personnel assigned to the Quality Control Section and providing recommendations on matters pertaining to quality assurance.

4. Recruiting Station

a. Recruiter Instructor (MSgt-MGySgt) - Directly responsible to the RS CO. Primary duties include orchestrating the efforts of assigned enlisted personnel, providing recruiting-related training, analyzing the status of training and operations at the RS and at all subordinate organizations, and advising the RS CO on matters pertaining to training and evaluation.

ENCLOSURE (2)

15 Aug 96

b. Assistant Recruiter Instructor (MSgt) - Primary duties include providing recruiting-related training, analyzing the status of training and operations at the RS and at all subordinate organizations, and providing recommendations on matters pertaining to training and evaluation.

c. Operations Chief (GySgt) - Directly responsible to the Operations Officer. Primary duties include orchestrating the efforts of enlisted personnel assigned to the operations section, providing recommendations on matters pertaining to current and future enlisted recruiting operations, and providing training and instruction on subjects pertaining to operations and quality assurance.

d. Pool Coordinator (GySgt) - Directly responsible to the RS Pool Program manager. Primary duties include monitoring and analyzing the status of the RS pool and making recommendations to the command group for maintaining a strong Pool Program.

e. Military Entrance Processing Station (MEPS) Liaison (SSgt-GySgt) - Directly responsible to the RS CO. Primary duties include providing liaison between the recruiting station and the MEPS, processing applicants through MEPS for the purpose of contracting and shipping, overseeing quality assurance during applicant processing, and apprising the RS CO on matters pertaining to quality assurance and MEPS operations.

f. Officer Selection Officer Assistant (GySgt) - Directly responsible to the Officer Selection Officer (OSO). Primary duties include prospecting, screening, selling, and processing Marine Corps officer applicants.

g. Recruiting Substation NCOIC (Sgt-MGySgt) - Directly responsible to the RS CO. Primary duties include leading and training canvassing recruiters in order to achieve the assigned recruiting mission; maintaining all components of systematic recruiting within the RSS; overseeing and maintaining quality assurance with regard to sales, program management, and applicant processing; and managing the RSS administrative and logistical functions.

ENCLOSURE (2)

15 Aug 96

5. Recruiters School

a. Chief Instructor (MGySgt) - Primary duties include orchestrating the efforts of all course heads and instructors assigned to Recruiters School, providing training and instruction during formal courses and training/assistance visits, analyzing the status of training and operations conducted at Recruiters School, and advising the Director, Recruiters School on matters pertaining to training and evaluation. A major consideration in screening career recruiters for this billet will be a previous tour as an instructor at Recruiters School.

b. Course Head/Instructor (MSgt) - Primary duties include orchestrating the efforts of assigned enlisted personnel, providing training and instruction during formal courses and training/assistance visits, analyzing the status of training and operations conducted at Recruiters School, and providing recommendations pertaining to training and evaluation. The course head/instructor billet will be filled by Marines selected from the instructor staff at Recruiters School.

c. Instructor (GySgt) - Primary duties include providing training and instruction during formal courses and training/assistance visits, analyzing the status of training and operations conducted at Recruiters School, and providing recommendations on matters pertaining to training and evaluation.

ENCLOSURE (2)

ELIGIBILITY CRITERIA FOR APPLYING FOR MOS 8412

1. Sergeant or above.
2. Meets height and weight standards contained in reference (h) and has passed a physical fitness test (PFT) per reference (i). No partial PFT's or medically excused applicants will be considered for classification as a career recruiter.
3. Has sufficient obligated service or agrees to extend to complete a 1-year tour upon assignment of an Intended MOS (IMOS) 8412.
4. Has graduated from Recruiters School and possesses the AMOS 8411.
5. Successfully completed the District's RSS NCOIC Course.
6. Currently serving as an RSS NCOIC, with a minimum of 6 months in the billet. Commanders will ensure that the applicant has:
  - a. The ability to lead and train Marines in a recruiting environment and positively influence the direction and quality of the recruiting effort;
  - b. Consistently achieved quantitative and qualitative recruiting goals;
  - c. Effectively used systematic recruiting procedures outlined in reference (j);
  - d. No cases of substantiated recruiting complicity (malpractice or irregularity) as a canvassing recruiter or NCOIC;
  - e. No indication of unethical behavior; and
  - f. No indication of financial, personal, or family hardship.
7. Additionally, the applicant's RSS will be evaluated by the District CO or his/her designated representative. The RSS checklist found in reference (j) will be used to evaluate the

ENCLOSURE (3)

MCO 1100.76D

15 Aug 96

station. Upon completing the checklist in its entirety and concluding the evaluation, the District CO will determine the mission readiness of the station. The application process will be discontinued for those applicants whose substations fail to be found mission-ready.

ENCLOSURE (3)

15 Aug 96

**APPLICATION AND MOS ASSIGNMENT PROCEDURES FOR MARINES IN  
THE REGULAR COMPONENT OF THE MARINE CORPS**

1. This enclosure outlines the career recruiter application procedures for Marines in the Regular Component of the Marine Corps. A sample application package is included as Appendix A to this enclosure.

2. The applicant will:

a. Submit an Application for Assignment as a Career Recruiter, NAVMC 11280 (7-96), via the chain of command to the CMC (MMEA);

b. Submit as an enclosure to NAVMC 11280 (7-96), a current photograph, prepared per reference (k); and

c. Should the applicant not have 12 months remaining on the current recruiting tour at the time the application is made, it will be necessary to request an extension that will allow the applicant to remain in the IMOS for 12 months. To request an extension, the applicant will complete an AA Form, NAVMC 10274, addressed to the CMC (MMEA) via the chain of command. The extension request and the Application for Assignment as a Career Recruiter will be forwarded together.

3. The RS CO will:

a. Provide a standard endorsement as outlined in Appendix A of this enclosure; and

b. Generate, validate, and provide as an enclosure a copy of the applicant's current Recruiter History Screen.

4. The MCD CO will:

a. Provide a narrative endorsement assessing the results of the RSS evaluation and commenting on the Marine's ability to lead and supervise Marines in a recruiting environment;

b. Generate, validate, and provide as an enclosure, a current career recruiter datasheet from the career recruiter database; and

ENCLOSURE (4)

15 Aug 96

- c. Provide as an enclosure, the completed RSS Checklist.
5. The CG, Recruiting Region, will provide a forwarding endorsement.
6. The CG MCRC will provide a forwarding endorsement.
7. The CMC (MMEA) retains final decision-making authority for approval or disapproval of a Marine's application.
8. If the application is approved, the CMC (MMEA) will:
  - a. **Initially assign an IMOS 8412; and**
  - b. Notify appropriate commands via message of pertinent facts concerning the approval of the application and delineate required follow-up actions on the part of subordinate commands.
9. If the application for assignment as a career recruiter is disapproved, the CMC (MMEA) will notify appropriate commands via message of pertinent facts concerning the disapproval of the application.
10. **For applications that are approved, the IMOS 8412 will be assigned and remain an IMOS for 12 months from the date assigned. Marines assigned an IMOS 8412 will retain the 8411 Billet MOS (BMOS) and their PMOS will remain unchanged. During the period while a Marine is assigned the IMOS 8412, he or she will compete for promotion within the PMOS 8412.**
11. **Marines assigned an IMOS 8412 will be ordered to the next available Career Recruiter Course. Successful completion of this course is a prerequisite to assignment of PMOS 8412.**
12. While assigned the IMOS 8412, the Marine will continue to serve as an RSS NCOIC.
13. **Throughout the period the Marine is assigned the IMOS 8412, the RS CO may initiate a request to void the IMOS 8412 and request reassignment. Voidance may result from inability to perform the recruiting mission, malpractice, misconduct, medical reasons, personal circumstances, and/or family situation.**

ENCLOSURE (4)

15 Aug 96

a. The RS CO will draft correspondence recommending avoidance of the IMOS, outlining the reason(s) for avoidance. The request will be forwarded to CMC (MMEA) via the chain of command.

b. In cases when a Marine fails to demonstrate the ability to accomplish the recruiting mission, a request for avoidance is the only action required. These cases do not constitute relief.

c. In cases when a Marine is involved in a substantiated case of misconduct or malpractice, IMOS avoidance and a relief for cause may be warranted.

**14. The Marine may voluntarily void the IMOS 8412 at anytime prior to assignment of the PMOS 8412.**

a. Marines desiring to void the IMOS 8412 will forward an AA Form, NAVMC 10274, requesting IMOS avoidance to the CMC (MMEA), via the chain of command. The Marine may also list duty station preferences, however, the needs of the Marine Corps will receive primary consideration.

b. Transfer will be effected to limit, as much as possible, the personnel turbulence resulting from voluntary avoidance. Therefore, transfer may not be immediate.

15. Marines who have their IMOS 8412 voided, voluntarily or involuntarily, and whose promotion or selection for promotion was as a direct result of competing within PMOS 8412, will be reduced to their former grade or will have their name removed from the promotion list. In those cases when the promotion has already been effected, the Marine will be reduced to his or her former grade; in those cases when the Marine's name appears on the selection list, but he or she has yet to be promoted, his or her name will be removed from the promotion list. These actions will be effected in accordance with reference (1). Marines desiring to petition the remedial promotion board concerning their promotion may do so in accordance with reference (1).

ENCLOSURE (4)



MCO 1100.76D

15 Aug 96

16. The CMC (MMEA) will assign the Marine a PMOS 8412 with an effective date coinciding with the 1-year anniversary of assignment of the IMOS 8412. Marines assigned the PMOS 8412 will receive a certificate of appointment, signed by the CG MCRC.

ENCLOSURE (4)

MCO 1100.76D  
15 Aug 96

LETTERHEAD

1221  
Originator  
Date

From: Applicant (Grade, Name, SSN, MOS/Component)  
To: Commandant of the Marine Corps (MMEA)  
Via: (1) Commanding Officer, Recruiting Station \_\_\_\_\_  
(2) Commanding Officer, \_\_\_\_\_ Marine Corps District  
(3) Commanding General, MCRD/ \_\_\_\_\_ Recruiting Region  
(4) Commanding General, Marine Corps Recruiting Command

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

Ref: (a) MCO 1100.76D

Encl: (1) NAVMC 11280, Application for Assignment as a Career  
Recruiter (Primary MOS 8412)  
(2) Photograph prepared per MCO P1070.12H  
(3) NAVMC 10274, Administrative Action Form requesting an  
extension of the recruiting tour (**If required**)

1. Per the reference, I am applying for assignment as a Career  
Recruiter (PMOS 8412).

2. The enclosures are provided in support of my request and  
application.

Signature

Appendix A to  
ENCLOSURE (4)

MCO 1100.76D

15 Aug 96

APPLICATION FOR ASSIGNMENT AS A CAREER  
RECRUITER (PRIMARY MOS 8412)  
NAVMC 11280 (7-96)  
SN: 0000-00-888-0310 U/I: 100 PER PAD

PRIVACY ACT STATEMENT

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS  
FORM IS CONTAINED ON NAVMC 11000, PRIVACY ACT  
STATEMENT FOR MARINE CORPS PERSONNEL AND PAY  
RECORDS

NAME (Last, First, MI)		GRADE	SSN	MOS (AMOS 8411 REQD)
PRESENT LOCATION MCC	RUC	RS	MCD	OTHER
DCTB	SCHEDULED END OF TOUR		DATE OF RANK	AFADBD
DISTRICT PREFERENCES			DATE GRADUATED DISTRICT NCOIC COURSE:	
1ST	2ND	3RD	DATE GRADUATED RECRUITERS SCHOOL:	
RECRUITING AWARDS				
RECRUITER BILLETS HELD				
DATES HELD				
TO				
TO				
TO				
TO				
PRESENTLY IN RECEIPT OF PCSO? (Indicate one; If YES, Complete)		EDD:	FUTURE COMMAND:	MCC:
<input type="checkbox"/> NO <input type="checkbox"/> YES				
<p>1. I am eligible for and am applying for the Career Recruiter Program per MCO 1100.76D. The enclosure (photograph) is submitted per MCO P1070.12H. If approved, I agree to extend/reenlist to complete the minimum tour.</p> <p>2. Select and initial applicable paragraph below:</p> <p>a. I have not received/will not receive a selective reenlistment bonus (SRB) for my current enlistment. I understand that upon reenlistment I may be eligible for a bonus in PMOS 8412. _____</p> <p>b. I have received a selective reenlistment bonus (SRB) for my current reenlistment. I understand that if I am approved for the Career Recruiter Program (PMOS) 8412, I could be required to repay the Government for any unearned portion of my SRB per MCO 7220.24. I further understand that repayment of this SRB is not required when the bonus multiple for PMOS 8412 SRB is equal to, or higher, than the bonus multiple for which I reenlisted. (The approval date for PMOS 8412 is determined by the date-time group of the CMC message.) _____</p> <p>3. If relieved of duties as a career recruiter and subsequently voided as an 8412, I understand that I could be assigned to one of my additional MOSs, trained in a new MOS if the case merits, or released from active duty. _____</p>				
SIGNATURE (I have initialed paragraph 2a OR 2b above)			DATE	

Appendix A to  
ENCLOSURE (4)

Enclosure (2): Photograph prepared per MCO P1070.12H

Appendix A to  
ENCLOSURE (4)

4-A-3

MCO 1100.76D

15 Aug 96

**Enclosure (3) (IF REQUIRED): NAVMC 10274, requesting an extension of the current recruiting tour.**

**ADMINISTRATIVE ACTION (5216)**  
**NAVMC 10274 (REV. 3-93) (EF)**  
Previous editions will be used  
SN 0000-00-003-0904 U/I PADS OF 100

1 ACTION NO	2 SSIC FILE NO
3 DATE	

4 FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)  
CAREER RECRUITER APPLICANT

5 ORGANIZATION AND STATION (Complete address)  
RECRUITING STATION

6 VIA (As required)  
CO, RS, CO, MCD, CG, MCRD/REGION, CG, MCRC (MOS  
8412 SPECIALIST)

7.  
TO: [COMMANDANT OF THE MARINE CORPS  
(MMEA-85)  
HEADQUARTERS, MARINE CORPS  
WASHINGTON, DC 20380-1775]

8 NATURE OF ACTION SUBJECT  
REQUEST FOR EXTENSION OF  
RECRUITING TOUR

9 COPY TO (As required)

10 REFERENCE OR AUTHORITY (if applicable)  
MCO 1100.76D

11 ENCLOSURES (if any)

12 SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)  
I am requesting a 12 month extension of my current recruiting tour to have sufficient time to meet the requirements, as set forth  
in the reference, to lateral move to PMOS 8412, Career Recruiter.

DCTB  
EAS ECC

Other information as may be applicable.

13 PROCESSING ACTION (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Appendix A to  
ENCLOSURE (4)

LETTERHEAD

1221  
Originator  
Date

FIRST ENDORSEMENT

From: Commanding Officer, Recruiting Station  
To: Commandant of the Marine Corps (MMEA)  
Via: (1) Commanding Officer, Marine Corps District  
(2) Commanding General, MCRD/ Recruiting Region  
(3) Commanding General, Marine Corps Recruiting Command

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

Ref: (a) MCO 1100.76D

Encl: ( ) Current Recruiter History Screen

1. The information contained in the basic application has been verified and is correct. The applicant meets the basic requirements and is fully qualified for the Career Recruiter Program (PMOS 8412) per the reference (unless otherwise stated in paragraph 5), and I DO/DO NOT (**delete one**) recommend this Marine for selection as a career recruiter. Enclosure ( ) is submitted in support of this request.

2. Performance as a recruiter/NCOIC:

CANVASSING RECRUITER	NCOIC
RSS:	RSS
Dates: From: To:	Dates: From: To:
Production Months:	# of Recruiters:
Net Production Average:	RSS Monthly Net Productivity Average Per Recruiter:
% Pool Attrition:	
% MCRD Attrition:	% of FYTD Contract Mission Achieved:
% Detectability Code #1:	% of FYTD Ship Mission Achieved:
% I-III A Contracted:	% Pool Attrition:
% I-III A Shipped:	% MCRD Attrition:
# of Investigations/Inquiries:	% FYTD I-III A Contracted:
	% FYTD I-III A Shipped:
	# of Investigations/Inquiries:
	# of Recruiter(s) Relieved While NCOIC:
	RFC: GOS:

Appendix A to  
ENCLOSURE (4

MCO 1100.76D

15 Aug 96

3. Select and initial the applicable paragraph below:

a. The applicant has not received a reenlistment bonus for his/her enlistment. \_\_\_\_\_

b. The applicant has received a reenlistment bonus for the current enlistment and has been counseled and understands that if approved for classification as a career recruiter, the unearned portion of the selective reenlistment bonus (SRB) may be recouped. The applicant further understands that repayment of this SRB is not required when the bonus multiple for PMOS 8412 SRB is equal to, or higher than, the bonus multiple for which he/she reenlisted. \_\_\_\_\_

4. Assignment. The applicant will be assigned to the following billet if selected as a career recruiter: \_\_\_\_\_

5. Remarks. **(Attach additional page(s) as necessary)**. These remarks will address the Marine's ability to lead and supervise Marines in a recruiting environment.

\_\_\_\_\_  
Signature (I have initialed paragraph 3a OR 3b above)      Date

Appendix A to  
ENCLOSURE (4)

15 Aug 96

LETTERHEAD

1221  
Originator  
Date

SECOND ENDORSEMENT

From: Commanding Officer, Marine Corps District  
To: Commandant of the Marine Corps (MMEA)  
Via: (1) Commanding General, MCRD/ Recruiting Region  
(2) Commanding General, Marine Corps Recruiting Command

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

Encl: ( ) Career Recruiter Datasheet  
( ) RSS Checklist

1. Forwarded recommending approval/disapproval.
2. Narrative summary which addresses the Marine's ability to lead and supervise Marines in a recruiting environment. Comments should also address significant points which may have surfaced during the completion of the RSS Checklist.
3. Per the reference, enclosures ( ) and ( ) are provided.

CO's Signature

Appendix A to  
ENCLOSURE (4)



MCO 1100.76D  
15 Aug 96

LETTERHEAD

1221  
Originator  
Date

THIRD ENDORSEMENT

From: Commanding General, MCRD/ Recruiting Region  
To: Commandant of the Marine Corps (MMEA)  
Via: Commanding General, Marine Corps Recruiting Command

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

1. Forwarded recommending approval/disapproval.
2. Appropriate remarks as required.

CG's Signature

Appendix A to  
ENCLOSURE (4)

15 Aug 96

LETTERHEAD

1221  
Originator  
Date

FOURTH ENDORSEMENT

From: Commanding General, Marine Corps Recruiting Command  
To: Commandant of the Marine Corps (MMEA)

Subj: APPLICATION FOR ASSIGNMENT AS A CAREER RECRUITER

1. Forwarded recommending approval/disapproval.
2. Appropriate remarks as required.
3. POC is \_\_\_\_\_, MCRC 8412 MOS Specialist, at \_\_\_\_\_.

CG's Signature

Appendix A to  
ENCLOSURE (4)

15 Aug 96

**APPLICATION AND MOS ASSIGNMENT PROCEDURES FOR MARINES IN  
THE RESERVE COMPONENT OF THE MARINE CORPS**

1. This enclosure outlines the career recruiter application procedures for Marines serving under the provisions of the EAD Recruiter Program. A sample application package is included as Appendix A to this enclosure.

2. The applicant will:

a. Submit an AA Form, NAVMC 10274, requesting augmentation to the Regular Component of the Marine Corps and an Application for Assignment as a Career Recruiter, NAVMC 11280 (7-96), via the chain of command to the CMC (MMEA);

b. Submit as an enclosure to NAVMC 11280 (7-96), a current photograph, prepared per reference (k); and

c. Should the applicant not have 12 months remaining on the EAD Recruiter Program at the time the application is made, it will be necessary to request an extension that will allow the applicant to remain in the IMOS for a minimum of 12 months. To request this extension, the applicant will submit an AA Form, NAVMC 10274, addressed to the CG MCRC (AC/S Admin/Personnel) via the chain of command.

d. Should the applicant not have sufficient obligated service remaining on his or her enlistment contract to complete a minimum of 12 months in the IMOS, it will be necessary to request a reenlistment or an extension. Requests will be submitted via the Career Planning Management System.

e. The request for augmentation to the Regular Component of the Marine Corps, the Application for Assignment as a Career Recruiter, and the request for extension on the EAD Recruiter Program (if required) will be forwarded together as one package.

3. The RS CO will:

a. Provide a standard endorsement as outlined in Appendix A of this enclosure;

ENCLOSURE (5)

15 Aug 96

b. Generate, validate, and provide as an enclosure a copy of the applicant's current Recruiter History Screen; and

c. Include as an enclosure, correspondence from the I-I of the unit to which the Marine is based which explains that he or she has been notified of the Marine's request for augmentation and application for assignment of PMOS 8412. Concurrence or nonconcurrence should also be indicated. In those situations when the I-I nonconcurs, a detailed written explanation by the I-I is required.

4. The MCD CO will:

a. Provide a narrative endorsement assessing the results of the RSS evaluation and commenting on the Marine's ability to lead and supervise Marines in a recruiting environment;

b. Generate, validate, and provide as an enclosure, a current career recruiter datasheet from the career recruiter database; and

c. Provide, as an enclosure, the completed RSS Checklist.

5. The CG, Recruiting Region, will provide a forwarding endorsement.

6. The CG MCRC will provide a forwarding endorsement.

7. The CMC (MMEA) retains final decision-making authority for approval or disapproval of a Marine's application.

8. If the application is approved, the CMC (MMEA) will:

**a. Initially assign an IMOS 8412; and**

b. Notify appropriate commands via message of pertinent facts concerning the approval of the application and delineate required follow-up actions on the part of subordinate commands.

9. If the application for assignment as a career recruiter is disapproved, the CMC (MMEA) will notify appropriate commands via message of pertinent facts concerning the disapproval of the application.

ENCLOSURE (5)

15 Aug 96

10. For applications that are approved, the IMOS 8412 will be assigned and remain an IMOS for 12 months from the date assigned. Marines assigned an IMOS 8412 will retain the 8411 BMOS and their PMOS will remain unchanged. During the period while a Marine EAD recruiter is assigned the IMOS 8412, he or she will continue to compete for promotion within his or her PMOS. Due to the PMOS 8412 being nonexistent in the Reserve Component, EAD recruiters are unable to compete for promotion within the PMOS 8412.

11. Marines assigned an IMOS 8412 will be ordered to the next available Career Recruiter Course. Successful completion of this course is a prerequisite to assignment of a PMOS 8412.

12. While assigned the IMOS 8412, the Marine will continue to serve as an RSS NCOIC.

13. Throughout the period the Marine is assigned the IMOS 8412, the RS CO may initiate a request to void the IMOS 8412 and may, if applicable, request termination of EAD status. Voidance may result from inability to perform the recruiting mission, malpractice, misconduct, medical reasons, personal circumstances, and/or family situation.

a. The RS CO will draft correspondence recommending voidance of the IMOS, outlining the reason(s) for voidance. The request will be forwarded to the CMC (MMEA) via the chain of command.

b. In cases when a Marine fails to demonstrate the ability to accomplish the recruiting mission, a request for voidance is the only action required. **These cases do not constitute relief.**

c. In cases when a Marine is involved in a substantiated case of misconduct or malpractice, IMOS voidance and a relief for cause (RFC) may be warranted.

14. The Marine may voluntarily void the IMOS 8412 at anytime prior to assignment of the PMOS 8412. Marines desiring to void the IMOS 8412 will forward an AA Form, NAVMC 10274, requesting IMOS voidance to the CMC (MMEA), via the chain of command.

15. In those cases where the IMOS 8412 is voided, voluntarily or involuntarily, and the Marine desires to remain on recruiting duty

ENCLOSURE (5)

MCO 1100.76D

15 Aug 96

in an EAD status, the provisions of references (m) through (o) apply.

16. The CMC (MMEA) will effect augmentation and assign the Marine a PMOS 8412 with an effective date coinciding with the 1-year anniversary of assignment of the IMOS 8412. **The CMC (MMEA) will also specify grade and date of rank for augmentees per reference (p).** Marines augmented and assigned the PMOS 8412 will receive a certificate of appointment signed by the CG MCRC.

ENCLOSURE (5)

MCO 1100.76D  
15 Aug 96

LETTERHEAD

1221  
Originator  
Date

From: Applicant (Grade, Name, SSN, MOS/Component)  
To: Commandant of the Marine Corps (MMEA)  
Via: (1) Commanding Officer, Recruiting Station \_\_\_\_\_  
(2) Commanding Officer, Marine Corps District  
(3) Commanding General, MCRD/ Recruiting Region  
(4) Commanding General, Marine Corps Recruiting Command

Subj: AUGMENTATION TO THE REGULAR COMPONENT AND APPLICATION FOR  
ASSIGNMENT AS A CAREER RECRUITER

Ref: (a) MCO 1100.76D

Encl: (1) NAVMC 11280, Application for Assignment as a Career  
Recruiter (Primary MOS 8412)  
(2) Photograph prepared per MCO P1070.12H  
(3) NAVMC 10274, Administrative Action Form requesting  
augmentation to the Regular Component  
(4) NAVMC 10274, Administrative Action Form requesting an  
extension on the EAD Program **(If required)**

1. Per the reference, I am requesting augmentation to the Regular  
Component of the Marine Corps and applying for assignment as a  
Career Recruiter (PMOS 8412).

2. The enclosures are provided in support of my request and  
application.

Signature

Appendix A to  
ENCLOSURE (5)

MCO 1100.76D

15 Aug 96

APPLICATION FOR ASSIGNMENT AS A CAREER  
RECRUITER (PRIMARY MOS 8412)  
NAVMC 11280 (7-96)  
SN: 0000-00-888-0310 U/I: 100 PER PAD

PRIVACY ACT STATEMENT

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS  
FORM IS CONTAINED ON NAVMC 11000. PRIVACY ACT  
STATEMENT FOR MARINE CORPS PERSONNEL AND PAY  
RECORDS

NAME (Last, First, MI)		GRADE	SSN	MOS (AMOS 8411 REOD)
PRESENT LOCATION MCC	RUC	RS	MCD	OTHER
DCTB	SCHEDULED END OF TOUR		DATE OF RANK	AFADBD
DISTRICT PREFERENCES			DATE GRADUATED DISTRICT NCOIC COURSE:	
1ST	2ND	3RD	DATE GRADUATED RECRUITERS SCHOOL:	
RECRUITING AWARDS		RECRUITER BILLETS HELD		DATES HELD
				TO
				TO
				TO
				TO
PRESENTLY IN RECEIPT OF PCSO? (Indicate one; if YES, Complete)		EDD:	FUTURE COMMAND:	MCC:
<input type="checkbox"/> NO <input type="checkbox"/> YES				
<p>1. I am eligible for and am applying for the Career Recruiter Program per MCO 1100.76D. The enclosure (photograph) is submitted per MCO P1070.12H. If approved, I agree to extend/reenlist to complete the minimum tour.</p> <p>2. Select and initial applicable paragraph below:</p> <p>a. I have not received/will not receive a selective reenlistment bonus (SRB) for my current enlistment. I understand that upon reenlistment I may be eligible for a bonus in PMOS 8412. _____</p> <p>b. I have received a selective reenlistment bonus (SRB) for my current reenlistment. I understand that if I am approved for the Career Recruiter Program (PMOS) 8412, I could be required to repay the Government for any unearned portion of my SRB per MCO 7220.24. I further understand that repayment of this SRB is not required when the bonus multiple for PMOS 8412 SRB is equal to, or higher, than the bonus multiple for which I reenlisted. (The approval date for PMOS 8412 is determined by the date-time group of the CMC message.) _____</p> <p>3. If relieved of duties as a career recruiter and subsequently voided as an 8412, I understand that I could be assigned to one of my additional MOSS, trained in a new MOS if the case merits, or released from active duty. _____</p>				
SIGNATURE (I have initialed paragraph 2a OR 2b above)				DATE
Appendix A to ENCLOSURE (5)				



MCO 1100.76D  
15 Aug 96

Enclosure (2): Photograph prepared per MCO 1070.12H

Appendix A to  
ENCLOSURE (5)

5-A-3

MCO 1100.76D

15 Aug 96

Enclosure (3): NAVMC 10274, requesting augmentation to the Regular Component of the Marine Corps.

**ADMINISTRATIVE ACTION (5216)**  
**NAVMC 10274 (REV. 3-93) (EF)**  
Previous editions will be used  
SN 0000-00-003-0904 U/I: PADS OF 100

1 ACTION NO	2 SSIC FILE NO
3 DATE	

4 FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)  
CAREER RECRUITER APPLICANT

5 ORGANIZATION AND STATION (Complete address)  
RECRUITING STATION

6 VIA (As required)  
CO, RS; CO, MCD; CG, MCRD/REGION; CG, MCRC (MOS  
8412 SPECIALIST)

7

TO: [COMMANDANT OF THE MARINE CORPS  
(MMEA)  
HEADQUARTERS, MARINE CORPS  
WASHINGTON, DC 20380-1775]

8. NATURE OF ACTION/SUBJECT  
REQUEST FOR AUGMENTATION TO THE  
REGULAR COMPONENT OF THE MARINE  
CORPS

9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable)  
(a) MCO 1100.76D  
(b) MCO 1100.77

11. ENCLOSURES (if any)

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording; type name of originator and sign 3 lines below text)  
I am requesting augmentation to the Regular Component of the Marine Corps to satisfy the requirements, as set forth in reference (a), to lateral move to PMOS 8412, Career Recruiter.

If approved, I understand that my augmentation will not be effected until the 1-year anniversary of assignment of the IMOS 8412. I understand that during the period while assigned the IMOS 8412, the IMOS 8412 can be voluntarily or involuntarily voided, which further voids augmentation and assignment of the PMOS 8412. I also understand that during the period while assigned the IMOS 8412, I will continue to compete for promotion within my PMOS. I further understand that my grade and date of rank upon augmentation will be determined by the Commandant of the Marine Corps (MM) per reference (b).

DCTB  
EAS ECC

Other information as may be applicable.

13. PROCESSING ACTION (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Appendix A to  
ENCLOSURE (5)

Enclosure (4) (IF REQUIRED): NAVMC 10274, requesting an extension on the EAD Program.

<b>ADMINISTRATIVE ACTION (5216)</b> <b>NAVMC 10274 (REV. 3-93) (EF)</b> Previous editions will be used SN: 0000-00-003-0904 U/I: PADS OF 100		1 ACTION NO 2 SSIC/FILE NO 3 DATE
4 FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) CAREER RECRUITER APPLICANT		5 ORGANIZATION AND STATION (Complete address) RECRUITING STATION
6 VIA (As required) CO, RS; CO, MCD; CG, MCRD/REGION		
7 TO: [CG, MARINE CORPS RECRUITING COMMAND (AC/S ADMIN/PERS) HEADQUARTERS, MARINE CORPS WASHINGTON, DC 20380-1775]		8 NATURE OF ACTION/SUBJECT REQUEST FOR EXTENSION ON THE EXTENDED ACTIVE DUTY RECRUITER PROGRAM 9 COPY TO (As required)
10 REFERENCE OR AUTHORITY (if applicable) (a) MCO 1100.76D		11 ENCLOSURES (if any)
12 SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text) I am requesting an extension on the Extended Active Duty Recruiter Program to have sufficient time to meet the requirements, as set forth in the reference, to lateral move to PMOS 8412, Career Recruiter.  DCTB EAS/ECC  Other information as may be applicable.		
13 PROCESSING ACTION (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)		

Appendix A to  
ENCLOSURE (5)

MCO 1100.76D  
15 Aug 96

LETTERHEAD

1221  
Originator  
Date

FIRST ENDORSEMENT

From: Commanding Officer, Recruiting Station  
To: Commandant of the Marine Corps (MMEA)  
Via: (1) Commanding Officer, Marine Corps District  
(2) Commanding General, MCRD/ Recruiting Region  
(3) Commanding General, Marine Corps Recruiting Command

Subj: AUGMENTATION TO THE REGULAR COMPONENT AND APPLICATION FOR  
ASSIGNMENT AS A CAREER RECRUITER

Encl: ( ) Current Recruiter History Screen  
( ) I-I \_\_\_\_\_ ltr \_\_\_\_\_ dtd \_\_\_\_\_

1. The information contained in the basic application has been verified and is correct. The applicant meets the basic requirements and is fully qualified for the Career Recruiter Program (PMOS 8412) per the reference (unless otherwise stated in paragraph 5), and I DO/DO NOT (**delete one**) recommend this Marine for selection as a career recruiter. Per the reference, the enclosures are submitted.

2. Performance as a recruiter/NCOIC:

CANVASSING RECRUITER	NCOIC
RSS:	RSS
Dates: From: To:	Dates: From: To:
Production Months:	# of Recruiters:
Net Production Average:	RSS Monthly Net Productivity Average Per Recruiter:
% Pool Attrition:	
% MCRD Attrition:	% of FYTD Contract Mission Achieved:
% Detectability Code #1:	% of FYTD Ship Mission Achieved:
% I-III A Contracted:	% Pool Attrition:
% I-III A Shipped:	% MCRD Attrition:
# of Investigations/Inquiries:	% FYTD I-III A Contracted:
Appendix A to ENCLOSURE (5)	% FYTD I-III A Shipped:
	# of Investigations/Inquiries:
	# of Recruiter(s) Relieved While NCOIC:
	RFC: GOS:

3. Select and initial the applicable paragraph below:

a. The applicant has not received a reenlistment bonus for his/her enlistment. \_\_\_\_\_

b. The applicant has received a reenlistment bonus for the current enlistment and has been counseled and understands that if approved for classification as a career recruiter, the unearned portion of the selective reenlistment bonus (SRB) may be recouped. The applicant further understands that repayment of this SRB is not required when the bonus multiple for PMOS 8412 SRB is equal to, or higher than, the bonus multiple for which he/she reenlisted. \_\_\_\_\_

4. Assignment. The applicant will be assigned to the following billet if selected as a career recruiter: \_\_\_\_\_

5. Remarks. **(Attach additional page(s) as necessary)**. These remarks will address the Marine's ability to lead and supervise Marines in a recruiting environment.

\_\_\_\_\_  
Signature (I have initialed paragraph 3a OR 3b above)      Date

Appendix A to  
ENCLOSURE (5)

MCO 1100.76D  
15 Aug 96

LETTERHEAD

1221  
Originator  
Date

SECOND ENDORSEMENT

From: Commanding Officer, Marine Corps District  
To: Commandant of the Marine Corps (MMEA)  
Via: (1) Commanding General, MCRD/ Recruiting Region  
(2) Commanding General, Marine Corps Recruiting Command  
  
Subj: AUGMENTATION TO THE REGULAR COMPONENT AND APPLICATION FOR  
ASSIGNMENT AS A CAREER RECRUITER

Encl: ( ) Career Recruiter Datasheet  
( ) RSS Checklist

1. Forwarded recommending approval/disapproval.
2. Narrative summary which addresses the Marine's ability to lead and supervise Marines in a recruiting environment. Comments should also address significant points which may have surfaced during the completion of the RSS Checklist.
3. Per the reference, enclosures ( ) and ( ) are provided.

CO's Signature

Appendix A to  
ENCLOSURE (5)

MCO 1100.76D  
15 Aug 96

LETTERHEAD

1221  
Originator  
Date

THIRD ENDORSEMENT

From: Commanding General, MCRD/ Recruiting Region  
To: Commandant of the Marine Corps (MMEA)  
Via: Commanding General, Marine Corps Recruiting Command

Subj: AUGMENTATION TO THE REGULAR COMPONENT AND APPLICATION FOR  
ASSIGNMENT AS A CAREER RECRUITER

1. Forwarded recommending approval/disapproval.
2. Appropriate remarks as required.

CG's Signature

Appendix A to  
ENCLOSURE (5)

MCO 1100.76D  
15 Aug 96

LETTERHEAD

1221  
Originator  
Date

FOURTH ENDORSEMENT

From: Commanding General, Marine Corps Recruiting Command  
To: Commandant of the Marine Corps (MMEA)

Subj: AUGMENTATION TO THE REGULAR COMPONENT AND APPLICATION FOR  
ASSIGNMENT AS A CAREER RECRUITER

1. Forwarded recommending approval/disapproval.
2. Appropriate remarks as required.
3. POC is \_\_\_\_\_, MCRC 8412 MOS Specialist, at \_\_\_\_\_.

CG's Signature

Appendix A to  
ENCLOSURE (5)



15 Aug 96

**TRAINING PROGRESSION AND PROFESSIONAL  
MILITARY EDUCATION**

1. All career recruiters will attend formal recruiting-related training. Training will be progressive in nature and will be focused toward developing the Marine to perform the duties required of a career recruiter and/or a particular billet. The following information outlines the current training progression for career recruiters.

a. **The Basic Recruiters Course** instructed at Recruiters School, along with required RS follow-up training, provides Marines with the requisite skills to successfully complete a tour as a canvassing recruiter. Topics covered in this training include: leadership; quality enlistment procedures; communications and sales skills; Marine Corps product knowledge; and RSS operations. Successful completion of the Basic Recruiters Course results in the assignment of a secondary MOS 8411. As outlined in reference (q), this course may also satisfy certain professional military education requirements. This course is a prerequisite for applying for MOS 8412.

b. **The NCOIC Course** provides RSS NCOICs with training focused on leadership and management at the RSS. This course, like the Basic Recruiters Course, is a prerequisite for applying for MOS 8412.

c. **The Career Recruiter Course (CRC)** provides training to Marines who have indicated their intention of becoming career recruiters and have been assigned an IMOS 8412. This course focuses on advanced RSS NCOIC leadership and management, as well as requisite instructor and management skills associated with RS-level career recruiter billets. The CRC is a graded course which must be successfully completed prior to a Marine being assigned the PMOS 8412.

d. **The Recruiter Instructor Course (RIC)** provides career recruiters assigned as Recruiter Instructors with advanced RS-level instructor and management skills. The preponderance of this course is focused toward leadership, analysis of systematic recruiting, training development, and team building.

ENCLOSURE (6)

MCO 1100.76D

15 Aug 96

e. **The Contact Team Course (CTC)** provides career recruiters assigned to district and region with advanced instructor and management skills. The preponderance of this course is focused toward district/region operations, analysis of systematic recruiting, training development, and team building.

2. Marines who successfully complete the aforementioned courses will be awarded completion certificates. **Appropriate entries pertaining to course completion will be entered in the Marine's service record book and the basic training record per reference (r).**

3. As the certification process for all MCRC sponsored courses continues, the CG MCRC (AC/S Training) will notify subordinate commands via letter of any course or subcourse designated to receive college-equivalent accreditation.

ENCLOSURE (6)

15 Aug 96

**BILLET PROGRESSION (NOTIONAL)**

<u>Years Rctg Experience</u>	<u>Avg Time in Service (TIS)</u>	<u>Billet</u>	<u>Grade</u>
0-2	8-10	Recruiter	Sgt-SSgt
2-6	10-14	NCOIC MEPS Liaison	Sgt-GySgt SSgt-GySgt
6-8	14-16	NCOIC Pool Coordinator Officer Selection Assistant Region RLS Interviewer MEPS Liaison RS Operations Chief Instructor, Recruiters School	GySgt GySgt GySgt GySgt GySgt GySgt GySgt
8-10	16-18	NCOIC Assistant Recruiter Instructor MCD QC Chief MCD Operations Chief MCD Assist Officer Proc Chief Region RLS Chief Region QC Chief School of Infantry Liaison Course Head, Recruiters School	MSgt MSgt MSgt MSgt MSgt MSgt MSgt MSgt MSgt
10-14	18-22	NCOIC MCD Contact Trainer/Analyst Region Assistant Operations Chief MCRC AC/S T Trainer/Analyst, (Enl) MCRC AC/S T Trainer/Analyst, (Off) MCRC AC/S T Curriculum Developer Recruiter Instructor	MSgt MSgt MSgt MSgt MSgt MSgt MSgt-MGySgt
14-22	22-30	NCOIC (See Note 2) Recruiter Instructor MCD Contact Team SNCOIC Region Operations Chief MCRC AC/S T SNCOIC MCRC MOS 8412 Specialist MCRC Operations Chief Chief Instructor, Rctrs Scol	MGySgt MGySgt MGySgt MGySgt MGySgt MGySgt MGySgt MGySgt

**Note 1** - Table depicts notional billet progression. Years of recruiting experience and TIS are approximated.

**Note 2** - Though not the norm, MGySgts may be assigned as NCOIC's of large, multiman RSS's (5 or more canvassing recruiters).

ENCLOSURE (7)

15 Aug 96

## **MOS MANAGEMENT**

1. The key element in maintaining the current CRP is prudent management of the career recruiter force. Management of MOS 8412 is the direct responsibility of the CG MCRC.

2. The Recruiting Command will take a proactive approach toward career recruiter management which promotes mission accomplishment and career progression. Career recruiter management will incorporate lateral and upward mobility.

a. Lateral Mobility. As in other Marine Corps MOS's, lateral mobility (e.g., moving back and forth between NCOIC billets and staff billets) is valuable in keeping the force vibrant. While serving on any headquarters staff, career recruiters gain greater insight of recruiting operations and are provided with a respite from the rigors of leading an RSS. With the experience gained from serving in a headquarters staff billet, career recruiters are better prepared to assume more challenging NCOIC billets and provide the leadership associated with those billets.

b. Upward Mobility. Upward mobility (e.g., the practice of progressing to staff billets of increased responsibility) is important as Marines SNCO's become more senior and experienced. The expertise gained at junior level staff assignments provides the foundation for staff billets at the highest level.

c. **Because of the potentially detrimental effect of retaining career recruiters in NCOIC billets or staff billets too long, career recruiters must be provided the opportunity for lateral and upward mobility.**

3. The following information outlines responsibilities and duties associated with the management of the MOS 8412.

a. CMC (M&RA)

(1) Develop and staff a structure for MOS 8412 that provides the manpower resources and the resident experience necessary to achieve mission.

ENCLOSURE (8)

15 Aug 96

(2) Develop and maintain a grade shape for MOS 8412 that provides grade requirements commensurate with responsibilities and incorporates a skill grade flow rate which would encourage Marines to apply for MOS 8412.

(3) Serve as final approving authority on all matters pertaining to assignment of MOS 8412, permanent change of station (PCS) other than intra-district PCS, and MOS voidance.

b. CG MCRC

(1) Responsible for the management of MOS 8412. Specific responsibilities include:

(a) Review and process all correspondence pertaining to assignment of MOS 8412, PCS, permanent change of assignment (PCA), reliefs, and MOS voidance;

(b) Oversee career progression of career recruiters;

(c) Review organizational career recruiter slates;

(d) Publish a "Dear Career Recruiter" letter to all career recruiters by 1 July each year which identifies career recruiter billet vacancies for the next fiscal year (FY), solicits nominees for those same billet vacancies, and requests validation of information on the career recruiter datasheet;

(e) Publish a tentative MCRC career recruiter slate for the next FY to regions, districts, and Recruiters School by 1 September each year;

(f) Reconcile with the field any concerns with the tentative MCRC career recruiter slate by 30 September each year;

(g) Publish the final MCRC career recruiter slate for the FY to regions, districts, and Recruiters School by 1 October each year;

(h) Coordinate Recruiters School interviews for career recruiters who have been identified as potential Recruiters School instructors;

ENCLOSURE (8)

15 Aug 96

(i) Communicate with subordinate recruiting commands and individual career recruiters on issues pertaining to MOS 8412; and

(j) Maintain the MCRC career recruiter database.

(2) Coordinate with the CMC (M&RA), or the cognizant M&RA agency, on all matters pertaining to the MOS. This includes:

(a) MOS 8412 structure;

(b) MOS 8412 grade shape;

(c) Assignment of MOS 8412;

(d) Career recruiter promotions;

(e) PCS other than intra-district PCS; and

(f) Voidance of MOS 8412.

(3) Serve as final approving authority on all intra-district PCS of career recruiters.

(4) Review all career recruiter PCA's.

(5) Serve as final approving authority on all career recruiter reliefs.

(6) Maintain a career recruiter billet within MCRC to serve as the MOS 8412 Specialist. The primary responsibilities incumbent with this billet are to provide oversight of the MOS 8412 and to make recommendations to the CG MCRC on all matters pertaining to MOS 8412.

c. CG, Recruiting Region

(1) Forward to the CMC (MMEA), via the CG MCRC (MOS 8412 Specialist), all correspondence related to assignment of MOS 8412.

ENCLOSURE (8)

MCO 1100.76D

15 Aug 96

(2) Provide recommendations and forward to CMC (MMEA), via the CG MCRC (MOS 8412 Specialist), all correspondence relating to PMOS 8412 voidance and PCS (except intra-district PCS).

(3) Provide recommendations and forward to the CG MCRC (MOS 8412 Specialist) all correspondence related to intra-district PCS and reliefs.

(4) Forward to the CG MCRC (MOS 8412 Specialist) all correspondence related to career recruiter PCA.

(5) Forward region and district career recruiter slates for the next FY to the CG MCRC (MOS 8412 Specialist) to arrive NLT 15 June each year. **These slates will indicate fill requirements for career recruiter billet vacancies which cannot be handled internally.**

(6) Maintain a career recruiter database for career recruiters assigned at the region headquarters. **Updated databases will be forwarded via E-Mail to the CG MCRC (MOS 8412 Specialist) on a quarterly basis (1 Oct, 1 Jan, 1 Apr, 1 Jul).**

d. CO MCD

(1) Forward to the CMC (MMEA), via the CG MCRC (MOS 8412 Specialist), all correspondence related to assignment of MOS 8412.

(2) Provide recommendations and forward to CMC (MMEA), via the chain of command, all correspondence relating to PMOS 8412 voidance and PCS (except intra-district PCS).

(3) Provide recommendations and forward to the CG MCRC (MOS 8412 Specialist), via the chain of command, all correspondence related to intra-district PCS and reliefs.

(4) **Serve as final approving authority for all PCA's, however, the CG MCRC and the respective regional CG will be notified via correspondence prior to a career recruiter executing any change of assignment (includes all billet reassignments despite whether geographic relocation occurs).**

ENCLOSURE (8)

15 Aug 96

(5) Forward district career recruiter slate for the next FY to the respective regional CG to arrive NLT 1 June each year. **These slates will indicate fill requirements for career recruiter billet vacancies which cannot be handled internally.**

(6) Maintain district career recruiter database. **Updated databases will be forwarded via E-Mail to the CG MCRC (MOS 8412 Specialist) on a quarterly basis (1 Oct, 1 Jan, 1 Apr, 1 Jul).**

e. CO RS

(1) Forward to the CMC (MMEA), via the CG MCRC (MOS 8412 Specialist), all correspondence related to assignment of MOS 8412.

(2) Provide recommendations and forward to CMC (MMEA), via the chain of command, all correspondence relating to PMOS 8412 avoidance and PCS (except intra-district PCS).

(3) Forward to the CG MCRC (MOS 8412 Specialist), via the chain of command, all correspondence related to intra-district PCS and reliefs.

(4) Forward to the respective MCD CO all requests for career recruiter PCA (includes all billet reassignments despite whether geographic relocation does or does not occur).

(5) Promote the CRP and encourage those recruiters who demonstrate potential to apply for assignment of MOS 8412.

ENCLOSURE (8)



15 Aug 96

## **RECRUITING AND NON-RECRUITING BILLET ASSIGNMENTS**

### **1. Recruiting Billets**

a. Three-year assignment to any one billet will be used as a reference point in the career recruiter slating process.

(1) Commanders and career recruiters can request billet reassignment at any time, but the CMC (MMEA), the CG MCRC, or the respective MCD CO, depending on the type of reassignment (PCS or PCA), will retain final approving authority.

**Reassignments will not be effected until the appropriate headquarters has approved the reassignment and/or all notification requirements have been met.**

**(2) Only in extreme circumstances will career recruiters be reassigned (PCS or PCA) within 2 years of their last PCS or PCA.**

b. In all cases when MCRC initiates career recruiter reassignments, the CG MCRC, or his designated representative will consult and coordinate with respective commands prior to a career recruiter receiving orders.

### **2. Non-Recruiting Billets**

a. All Marines who have completed at least one 3-year tour as a career recruiter (PMOS 8412) are authorized to request assignment to non-recruiting tours. Assignment to these tours is reserved for those career recruiters who have continuously excelled in the performance of their recruiting duties.

b. The CG MCRC will coordinate all non-recruiting assignments with CMC (MMEA) for final approval. The decision to approve such a request will be dependent on the needs of the Marine Corps and the service record of the career recruiter.

3. Career recruiters may request reassignment to either a recruiting billet or a non-recruiting billet by forwarding an AA Form, NAVMC 10274, to the appropriate approving authority via the chain of command.

ENCLOSURE (9)

MCO 1100.76D

15 Aug 96

4. Obligated Service. As a general rule, a career recruiter reassigned to another MCC or executing a PCS must comply with the requirements set forth in reference (s).

ENCLOSURE (9)

15 Aug 96

**RELIEFS**

1. As outlined in reference (t), there are two types of recruiter reliefs: Relief for Good of the Service and Relief for Cause. Relief packages should only be forwarded after all corrective action measures have been exhausted.
2. The CG MCRC has the final authority to relieve career recruiters. Subordinate commands will forward relief packages with appropriate recommendations to the CG MCRC via the chain of command.
3. The CMC (MMEA) retains final approval authority for PMOS avoidance. As such, the CG MCRC, will forward all relief packages that recommend PMOS avoidance to the CMC (MMEA).
4. Commanders will use the format found in reference (t) for all career recruiter relief packages.

ENCLOSURE (10)

**LATERAL MOVES AND INVOLUNTARY MOS VOIDANCE**

1. General

a. Though lateral moves and involuntary voidance of the PMOS 8412 remain an option, they should be exercised infrequently.

b. Only the CMC (MMEA) is authorized to approve a lateral move from PMOS 8412 or void PMOS 8412.

2. Lateral Move

a. Career recruiters, like all other Marines, may request a lateral move out of PMOS 8412. In each case, the final decision rendered will be based on the needs of the Marine Corps.

b. Requests for lateral move out of the PMOS 8412 will be submitted to the CMC (MMEA), via the chain of command, using an AA Form, NAVMC 10274.

3. Involuntary Voidance

a. In the event a career recruiter is recommended for relief, involuntary voidance may be warranted.

b. Such cases require submission of a relief package to the CG MCRC, via the chain of command, using the format found in reference (t). The recommendation for PMOS voidance will be included in the relief package.

c. Should the CG MCRC favorably endorse the recommendation for PMOS voidance, the relief package along with the CG MCRC endorsement recommending PMOS voidance will be forwarded to the CMC (MMEA) for appropriate action.

d. Career recruiters who are relieved are subject to administrative action per reference (u).

ENCLOSURE (11)

15 Aug 96

### PROMOTIONS

1. The information contained in this enclosure delineates promotion opportunities afforded career recruiters.
2. During the period while a Marine in the Regular Component of the Marine Corps is assigned the IMOS 8412, he or she will compete for promotion within the PMOS 8412.
3. During the period while a Marine in the Reserve Component of the Marine Corps is assigned the IMOS 8412, he or she will continue to compete for promotion within his or her PMOS. Due to the PMOS 8412 being nonexistent in the Reserve Component, Marine EAD recruiters are unable to compete for promotion within the PMOS 8412.
4. Marines in the Regular Component of the Marine Corps who have their IMOS 8412 voided, voluntarily or involuntarily, and whose promotion or selection for promotion was as a direct result of competing for regular promotion within PMOS 8412 will be reduced to their former grade or will have their name removed from the promotion list. In those cases when the promotion has already been effected, the Marine will be reduced to his or her former grade; in those cases when the Marine's name appears on the selection list, but he or she has yet to be promoted, his or her name will be removed from the promotion list. These actions will be effected in accordance with reference (1). Marines desiring to petition the remedial promotion board concerning their promotion may do so in accordance with reference (1).
5. Marines assigned the PMOS 8412 and holding the grade of gunnery sergeant can compete for either master sergeant or first sergeant. Marines must indicate their preference in section "A" of the fitness report per reference (v). If a career recruiter is selected for promotion to first sergeant, assignment will be made based on the needs of the Marine Corps.
6. Marines assigned either an IMOS 8412 or PMOS 8412, serving in the grade of sergeant or staff sergeant, are eligible for meritorious promotion per reference (1).

ENCLOSURE (12)

MCO 1100.76D

15 Aug 96

7. Marines assigned either an IMOS 8412 or PMOS 8412, who have been meritoriously promoted during their tour of recruiting duty, are eligible for a second meritorious promotion per reference

(1). For example, a Marine sergeant assigned as a canvassing recruiter, AMOS 8411, who is meritoriously promoted to staff sergeant and then becomes a career recruiter, PMOS 8412, is eligible for a second meritorious promotion to gunnery sergeant.

ENCLOSURE (12)

15 Aug 96

**SELECTIVE REENLISTMENT BONUS (SRB) PROGRAM**

1. The MOS 8412 may be included in the list of MOS's eligible for the SRB Program. However, the SRB for MOS 8412 would only apply to Marines assigned a PMOS 8412.
2. Career recruiters should consult reference (w) regarding their eligibility for an SRB and the current Marine Corps bulletin in the 7220 series regarding the multiple for MOS 8412.
3. Career recruiters who reenlisted under the provisions of the SRB Program under an MOS other than 8412 may have the unearned portion of their SRB recouped. However, recoupment is not required when the bonus multiple for MOS 8412 is equal to, or higher than, the bonus multiple for which the Marine reenlisted. Career recruiters who received an SRB for MOS 8412 may have the bonus recouped if their MOS is voluntarily voided (lateral move) or involuntarily voided.

ENCLOSURE (13)

15 Aug 96

**SPECIAL DUTY ASSIGNMENT (SDA) PAY**

1. The provisions set forth in reference (x) authorize SDA pay for career recruiters while serving as a member of the Recruiting Command.
2. Career recruiters serving outside of the Recruiting Command are not entitled to SDA pay.
3. Career recruiters relieved for cause or the good of the service are not entitled to SDA pay. In these instances, commands will initiate action to terminate SDA pay.

ENCLOSURE (14)



15 Aug 96

**WARRANT OFFICER PROGRAM (RECRUITING)**

1. General. Career recruiters are eligible to compete for the Marine Corps Warrant Officer Program (Recruiting). Policies and regulations governing the Marine Corps Warrant Officer Program are outlined in reference (y). Reference (z) outlines application procedures for the Warrant Officer Program. Marine Corps bulletins in the 1040 series will be published annually to specify additional eligibility criteria and solicit applications for the subject program.

2. Appointment. Career recruiters selected for warrant officer will be appointed to either WO-1 or CWO-2 and will be assigned the MOS 8403, Recruiting Officer. The criteria for appointment to either WO-1 or CWO-2 is listed in reference (y).

3. Training

a. Upon appointment, warrant officers will be ordered to The Basic School, Marine Corps Combat Development Center, Quantico, Virginia, to attend the Warrant Officer Basic Course (WOBC). WOBC is approximately 10 weeks in length and must be successfully completed to retain warrant officer appointment.

b. MOS 8403 Recruiting Officers will attend the next available Recruiting Management Course after completing WOBC.

4. Billet Assignment.

a. MOS 8403 Recruiting Officers will be assigned to billets outlined in Appendix A of this enclosure.

b. Consideration for assignment of warrant officers just completing the WOBC will be given to the districts from where those officers came, however, the needs of the Recruiting Command will take precedence in the assignment process.

5. SDA Pay. There are no provisions for recruiting warrant officers to receive SDA pay. As such, SDA pay will be discontinued for career recruiters who are selected and appointed as warrant officers.

ENCLOSURE (15)

MCO 1100.76D  
15 Aug 96

**MOS 8403 WARRANT OFFICER BILLETS**

<u>Billet</u>	<u>Grade</u>	<u># of Billets</u>
MCRC Asst Ops Officer, Enlisted Rctg Ops	CWO-5	1
MCRC Enlisted Ops Trng Officer	CWO-5	1
AC/S Rctg Asst Ops Officer	CWO-4	2 (1 per Region)
AC/S Rctg Quality Control Officer	CWO-4	2 (1 per Region)
Recruiting Liaison Officer	CWO-2	2 (1 per Region)
MCD Contact Team Officer	CWO-3	6 (1 per MCD)
MCD Quality Control Officer	CWO-3	6 (1 per MCD)
Recruiting Station Operations Officer	WO-1/ CWO-2	18
TOTAL BILLETS		38

Appendix A to  
ENCLOSURE (15)